

From: Executive Director
Sent: Friday, March 14, 2008 3:56 PM
To: +All HQ Employees
Subject: Building Update - March 14, 2008

Last Friday, March 7, a chiller water supply line associated with the Heating Ventilating and Air Conditioning (HVAC) system ruptured at approximately 3:00 a.m. on the 12th floor of our 450 N Street headquarters building. This broken pipe caused water intrusion on the 11th floor. Some water also leaked onto an area of the 10th floor.

Employees from the 11th floor were sent home as well as employees who work in the immediately impacted area on the 10th floor, to allow contractors room to perform the necessary work to dry out the area. No files were damaged.

A drying chamber and containment area have been built in the affected area on the 11th floor. This area of the 11th floor remains closed off to employees and drying and air testing by DGS and DGS' consultants continues. HygieneTech has been monitoring the situation.

The 10th floor was dried and air testing was conducted. We were advised that employees could return to work. Some of the 11th floor employees have also returned to work. Some Taxpayer Records Unit employees remain on Administrative Leave.

HygieneTech continues to inspect and conduct air sampling on the 10th and 11th floor.

Once all is completed, we will ask for a report which will be posted on the BOE webpage.

Employees who remain on Administrative Leave as a result of this event are expected to call the emergency telephone number daily for instructions about reporting to work. They should also be available by phone so they may be reached by supervisors.

As to the ongoing assessment of the remainder of the building, separate from this pipe leak, our consultants will continue to test.

Again, I want to thank you for reporting events through the Building Assessment webpage. It is very important that you continue to use this as a vehicle to communicate concerns, issues and events to us so that the appropriate people can be notified to deal with situations as they arise. You may notice that the "Report a Leak" button on the website has been renamed "Report a Leak or Building Event." This is your resource to pass along information. We continue to need your help as the building assessment continues.

Your patience as we continue through this process continues to be appreciated.